

Court Administrator with Ms. Nicole Evans, 54-B District Court

Keywords

Attorney – A professional who has earned a law degree, passed the bar exam, and is licensed by the State Bar of Michigan to practice law in the state. Also known as a lawyer.

Chief Judge – A judge appointed by the Michigan Supreme Court who is responsible for administration of the court in which he or she serves, including policies, case management, and carrying out Supreme Court orders. For details, see [MCR 8.110](#).

City Clerk – A city official responsible for the administration of elections and other duties such as licensing businesses governed by city codes (laws), managing official documents, and recording city council minutes.

Court Administrator – A professional who directs non-judicial aspects of a court, such as personnel, budgeting, and jury management. This person assists the chief judge in fulfilling his or her duties. For details, see [MCR 8.110](#).

District Court – A trial court that handles civil suits involving up to \$25,000; adult criminal misdemeanor offenses; civil infractions; landlord/tenant disputes; small claims; ordinance and charter violations; and land contract forfeitures. Additionally, all adult criminal proceedings begin in the District Court. In carrying out this function, the District Court issues arrest and search warrants, sets bail, accepts bonds, conducts arraignments and probable cause conferences, and presides over preliminary examinations.

Election Law – Laws related to voting and the election process.

Law School – A three-year course of study after earning a bachelor's (undergraduate) degree; schools must be accredited (officially approved) by the American Bar Association.

Major – A field of study at the undergraduate level with requirements to assure a student has a particular level of knowledge.

Michigan Court Rules (MCR) – Rules adopted by the Michigan Supreme Court for Michigan's legal system. The rules and procedures ensure cases are resolved without undue delay and those who appear in court receive due process and equal treatment under the law.

Probation Officer (District Court) – A professional who supervises and reports on individuals who have been found guilty of misdemeanors (less serious crimes) and have been sentenced to probation.

Professional Development – Tools, resources, and training that help employees do their jobs better and keep up with changes in technology, law, and other areas.

Public Administration Degree – A course of study related to management within local, state, and federal government. Coursework may include human resource management, communication skills, budget/financial management, law, data analysis, and theory.

“Putting Out Fires” – This phrase refers to the ability to see, analyze, and solve, unexpected situations as they arise. For example, during the COVID-19 crises, a court administrator may be responsible for reworking court operations to comply with [administrative orders by the Michigan Supreme Court](#) to protect the safety of staff and the public.

Substance Abuse – Taking illegal drugs, drinking too much alcohol, or using prescription medication in the wrong way, often to avoid stress or problems in life, which can lead to poor decision-making.

Traffic Division – The division of a district court that handles cases related to traffic tickets and driving-related misdemeanors.

For more definitions, see the Michigan Judicial Institute’s [Handbook of Legal Terms](#).